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9 August 1951

MEMORANDUM FOR: Assistant Director of Training

FROM :

SUBJECT : Statement of Functions

1. In response to your request of this date.

a. Basic Mission:

Under the direct supervision of the Head, CIA Intelligence School, to perform as Administrative Officer and as Instructor for the CIA Intelligence School trainees; general supervision of  Staff Security Officer, Alcott Hall; and assist in the liaison work for CIA Intelligence School.

b. Major Functions

- (1) To accomplish all the administrative duties of the CIA Intelligence School trainees.
- (2) To supervise the instruction and procedures of the Reading Improvement Laboratory.
- (3) To supervise and direct the clerical assistance for CIA Intelligence School Trainees.
- (4) To establish and direct, under prescribed policies, the security procedures and practices to be followed in Alcott Hall.
- (5) To assist in the instruction of trainees with specific lectures.
- (6)
- (7) To assist the librarian in selection of library materials.
- (8) To assist in the liaison duties of CIA Intelligence School trainees.
- (9) To deliver lectures in TRD.
- (10) To supervise the area studies program for trainees.

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c. Major Tasks:

See b, 1 through 10 above.

d. Personnel support:

- (1) Clerk typist
- (2) Assistance of certain TRD personnel.

e. Major Tasks Completed:

- (1) Scheduling of certain visiting lecturers for the School.
- (2) Assist in setting up certain  schedules and programs. 25X1
- (3) Established a security procedure for Alcott Hall.
- (4) Assisted in the work procedure for the School.
- (5) Set up a prescribed course of "Area Studies" for the School.

f. Future Major Tasks:

- (1) Revision of School schedule.
- (2) Set up a disaster plan for Alcott Hall.
- (3) Contact new instructors for specific lectures in the School.
- (4) Revise  Area Studies program.

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